

## **EDITED TASK LISTING**

### **CLASS: Parole Administrator I, Adult Parole**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Establishes working relationships with law enforcement officials, public information and media events, private and public agencies to educate and establish cooperation using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, etc.), on an ongoing basis.
2.	Provides routine training on parole issues to law enforcement academies and training sessions to increase their knowledge of Parole functions and scope of authority using various resources (e.g., interpersonal skills, knowledge, informational packages, meetings, laws and rules, policies, procedures), on an ongoing basis.
3.	Develop and implement a plan to reduce the parolees-at-large population by using various resources (e.g., staff training, services and employment referrals, tactical meetings with local law enforcement, statistical analyses, adherence to laws and policies), as needed.
4.	Evaluates the performance of staff, as required by the State Personnel Board, to aid in their professional development and to ensure performance objectives/standards are met by monitoring work assignments.
5.	Anticipates needs of the District to ensure staffing levels are in accordance with Memorandum of Understandings (MOUs) by utilizing various resources (e.g., workload summary, population trends, operational knowledge, personnel issues).
6.	In accordance with State Personnel Board rules and regulations, facilitates the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant positions.
7.	In accordance with Departmental fiscal policy, participates in the management of the District fiscal resources by monitoring, tracking, and prioritizing expenditures to ensure fiscal responsibility.
8.	Routinely evaluates and monitors return to custody rate to attain operational consistency and to respond to circumstances that affect the District's rate utilizing various resources (e.g., statistical data, reviewing decision making process, trends).
9.	Routinely analyzes/reviews various reports to ensure they are appropriate, complete, accurate, and timely, by utilizing various resources (e.g., sampling, policies and procedures).
10.	Initiates and coordinates parole staff involvement in special task forces, committees, special projects, local cooperative law enforcement efforts, and special events to enhance public safety, increase community awareness of the Parole function, and provide community assistance, utilizing various tools, equipment, and aids, as appropriate.

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11.	Develops positive community relationships and provides a forum for concerns by addressing and responding to issues through the utilization of various resources (e.g. interpersonal skills, presentations, meetings, open house) as needed.
12.	Addresses stakeholders issues by responding to inquires, providing information and facilitating resolutions utilizing various resources (e.g., interpersonal skills, statistics and reviewing documentation), as needed.
13.	Educates staff by clearly communicating the Department's and the Division's philosophy, values, mission, goals, policies and expectations by utilizing various resources (e.g., interpersonal skills, meetings, knowledge, manuals, policies, procedures, Penal Code, applicable laws), on a regular basis.
14.	Communicates in a professional and effective manner with management and others utilizing tact and interpersonal skills to establish and maintain effective working relationships, as required.
15.	Orientates new staff to provide information (e.g., expectations, guidelines, logistics) utilizing various resources (e.g., Departmental Operational Manual, Title 15, mission, philosophy, policies and procedures), as required.
16.	Establishes goals for the District to provide direction and operational effectiveness by utilizing various resources (e.g., mission and vision, laws and rules, policies and procedures), as requested.
17.	Initiates and/or participates in the progressive discipline process to improve employee performance or address issues of substandard performance by utilizing various methods and resources (e.g., MOU, State Personnel Board laws and rules, Peace Officers Bill of Rights, Departmental policy), as needed.
18.	Conducts staff inquiries to report findings through the appropriate chain of command utilizing various resources (e.g., interpersonal skills, meetings, reports, documents, equipment, aids), as required.
19.	Plans, organizes, and directs staff in parole units, re-entry, revocation, interstate, etc., to achieve operational efficiency utilizing effective management skills, on a daily basis.
20.	Participates in the development of policies and procedures relating to the parole programs of the Department to ensure consistency and conformity with regulations, established guidelines, laws, and rules, etc. as needed and/or requested by management.
21.	Complies with civil service laws, rules, regulations, departmental policies and procedures, etc. in order to gain an understanding and appropriately apply to parole matters as needed and/or upon request.

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22.	Assists in planning, organizing, and directing the regional training program to provide information to ensure consistency in the operation of parole programs utilizing various resources (e.g. court rulings, policies, procedures, laws, rules, regulations, manuals, etc.) as needed.
23.	Trains staff to improve their skills and knowledge utilizing various methods (e.g. staff meetings, on the job development, mentoring, etc.) as required for successful performance of their job.
24.	Assesses the demographic aspects of the parole district in order to apply this data to the daily parole operation utilizing various resources (e.g. field visits, interpersonal skills, knowledge, etc.) as needed.
25.	Consults with subordinates and representatives of public and private agencies on parole problems and secures their cooperation to develop local facilities and community resources for the control and rehabilitation of adult parolees utilizing various resources (e.g. interpersonal skills, knowledge, policies, procedures, etc.) as needed.
26.	Prepares various written documents (e.g. case management reviews, statistics, special studies, projects, reports, etc.) to provide analysis and/or information for management, staff, etc. utilizing various tools, equipment, aids and/or processes as needed.
27.	Determines space and equipment requirements to ensure the needs of the district are met utilizing various resources (e.g. site searches, population projections, knowledge, policies, laws, regulations, etc.) as needed.
28.	Implements and enforces the provisions of the Interstate Parole Compact to ensure compliance with various laws, policies, procedures etc. as needed.
29.	Develops and enhances services to assist in the successful re-integration of parolees utilizing various resources (e.g., Parole and Community Team (PACT), substance abuse treatment programs, public and private agencies, etc.) as needed.
30.	Carries out management responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines.